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ABSTRACT

Intended to serve as a model for those wishing to assist librarians in conducting research, this guide describes the funding sources and computing, consulting, writing, and other resources available to University of Colorado Boulder librarians who want to engage in research. Sources of funding to support research are listed first, including the university and the university library, the state (Colorado Endowment for Humanities), and national sources (American Library Association, Council on Library Resources, OCLC, Special Libraries Association, National Endowment for Humanities, and Association for Library and Information Science Education). On-campus computing services that provide statistical analysis and word processing are described, together with workshops for training in computer use. Three sources of consultants for library research are also noted, as well as sources for editorial assistance, assistance in getting release time for research, and rules and regulations affecting research at Colorado University. A bibliography that lists eight books on the research-related issues of grants, research methods, statistics, and publishing concludes the guide. (KRN)

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ED 364 222

Creating an Academic Librarians' Research Resources Guide: Process Description and Sample Document

by

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This document can serve as a model for those wishing to assist librarians in conducting research. One of the simplest ways to do so is to compile a list of the resources available. *Resources for Research...* was created during my first six months in a tenure track position at the University of Colorado at Boulder. As an entry-level librarian I wanted to actively engage in research, and I was also interested in obtaining whatever assistance was available. The process of learning what that assistance might be took a great deal of effort on my part. Had such a document already existed I could have immediately begun the research process. This type of document could also be more efficiently compiled by someone who had been with the particular institution long enough to have familiarity with local offices and services.

I began the process with particular questions I wanted answered, and with no intention of creating a final document. As I learned the answers to those questions, other questions surfaced. I kept a record of the answers, and I collected brochures and flyers from offices and organizations that provided them. Only later did I recognize the value of this compiled information--that by sharing my findings with my colleagues I could prevent them from laboriously retracing my steps.

Such a document can be modeled after *Resources for Research*, or can take any other straightforward approach to organization. Certainly there are basic topics that should be covered.

Funding for research is always an issue, and there are often institution-specific grants available. Most universities have an office entirely dedicated to administering grants and/or contracts, and the staff are often willing to assist in grant preparation. State, regional and national grant sources should also be included.

Computing services should cover, at minimum, access and tutorials for statistical packages and word processing equipment on campus.

Information on consulting assistance will be eagerly welcomed by novice researchers. That assistance can be as close as an experienced researcher at your library, or as remote as an electronic research listserv.

Local rules and regulations should certainly be included--any guidelines or clearance required for particular types of research. If the library provides release time for research that information should be given.

Where possible, the name, title, phone number, campus mail and electronic mail address for the contacts should be given. National sources of information and assistance may be taken directly from this document. Compilers will, of course, wish to verify the currency of the information before publishing their own guide.

For organizational purposes it is useful to provide an outline. A selected bibliography with locations and call numbers of relevant materials can be valuable to researchers as well.

This type of document serves an important role in helping librarians with the process of research. Once created, it should be distributed to all librarians and given to new librarians as they arrive. It could also be given to job applicants as part of an informational packet.

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RESOURCES FOR RESEARCH AVAILABLE TO
UNIVERSITY OF COLORADO AT BOULDER LIBRARIANS

Compiled by Anita P. Schuneman

Overview

I. Funding

A. University Libraries
1. Faculty Support Committee
2. Computing workshop fees
3. Libraries resource person
4. Reference sources
5. Bulletin board (outside Administrative Services)

B. University
1. Office of Contracts and Grants
2. Council on Research and Creative Work (CRCW)
3. Graduate Committee on the Art & Humanities
4. IMPART Program (Implementation of Multicultural Perspectives and Approaches in Research and Testing)

C. State

1. Colorado Endowment for Humanities

D. National

1. American Library Association (ALA)
2. Council on Library Resources (CLR)
3. OCLC
4. Special Libraries Association (SLA)
5. National Endowment for Humanities
6. Association for Library and Information Science Education (ALISE)

II. Computing

A. Statistical analysis

B. Computing and Network Services and Continuing Education workshops

C. Word processing

III. Consulting

A. Library Research Service

B. Tenure Committee

C. Tenure Track Faculty

IV. Writing

V. Time

VI. Rules and regulations

VII. Bibliography

February 1992

RESOURCES FOR RESEARCH AVAILABLE TO
UNIVERSITY OF COLORADO AT BOULDER LIBRARIANS

I. Funding

A. University Libraries

1. Faculty Support Committee

Provides assistance with funding as well as other support. **Contact person: Martha Jo Sani, Chair 1991-92, 492-8834.**

Eligibility

* Any Libraries faculty member.

Application

* Prior to September 15 each year, submit an estimate for professional activities for the year.
* Submit requests for support on "Application for Faculty Scholarly Activity Support" form.
* Requests must be submitted prior to the faculty member's activity.

2. Computing workshop fees: covered by the Libraries. **Contact person: Joan McConkey, Associate Director for Administrative Services, 492-6262.**

3. Resource person and consultant on grants and grant seeking for the University Libraries: **Charlotta Hensley, Associate Director for Planning and Development, 492-7092.**

4. Grants and grant seeking sources: available in the Reference Deparatment (see bibliography).

5. Bulletin board outside of Administrative Services: includes flyers on research grants, continuing education, and professional development.

B. University

1. Office of Contracts and Grants. **Contact person: Karen Springfield, 492-2697.**

a. Small collection of books on grant seeking and sources of funding. Also videos on grant seeking.

b. Sponsored Programs Information Network (SPIN) Computer search: locates possible funding sources using keywords relevant to each project; available free of charge.

c. Newsletter published monthly with current grants information.

d. Assistance with proposal preparation, including budget preparation, editing, typing, illustration, copying, and mailing.

2. Council on Research and Creative Work (CRCW), Graduate School. **Contact person: Pat Peterson, 492-7393.**

a. Junior Faculty Development Award. Grant of not less than $5000 awarded to provide an opportunity for persons recently entering professional academic life to start programs of research and creative work.

Eligibility
* Faculty member holding at least half-time tenure track appointment at the professorial rank.
* Faculty member throughout the semester immediately preceeding the award in a rank not higher than assistant professor.
* Ph.D. or equivalent (M.L.S.) received in the last four years.
* Ph.D. or equivalent held at the time of application.

Application
* Deadline January 17, 1992.

b. Grants-in-Aid. Grant of not more than $7000 to support the research and creative work of faculty members.

Application
* Applications are considered once per month during the academic year (Spring 1992: January 20, Febuary 14, March 20, April 13).

c. Small grants. Up to $600 to support the research and creative work of faculty members.

Application
* Applications are considered once per month during the academic year.

d. Faculty Fellowships. Provide leave (one semester or a full academic year) for full-time research and creative work.

Eligibility
* Faculty member holding at least half-time tenured or tenure-track appointment in a professorial rank.
* Member of the faculty for three academic years.
* At least four academic years in regular University duties since last holding a Faculty Fellowship or being on sabbatical leave.
* Demonstrated substantial accomplishments in scholarship, research or creative work.

Application
* Applications considered once per year (October 12, 1990 for 1991-92).

3. Graduate Committee on the Art & Humanities, Graduate School. **Contact person: Pat Peterson, 492-7393.**

a. Research and Creative Work Grants. The Committee offers two grants. Individual grants will not exceed $2000, small grants will not exceed $600.

Eligibility
* Faculty member holding at least half-time tenure track or tenured appointment.

Application
* Submit application any time during the academic year.

4. IMPART Program (Implementation of Multicultural Perspectives and Approaches in Research and Testing) **Contact person: Al Ramirez, 492-5491.**

Provides funds up to $6000 per award for a number of general activities related to gender, ethnic and cultural diversity, including multiethnic/multicultural research projects.

Application
* Full-time faculty members teaching on the Boulder Campus (per Al Ramirez, 3-1-91, Libraries faculty are eligible).
* Solicitation for proposals takes place in the fall and spring semesters of each year. Contact the Office of Faculty Affairs for current deadlines.

C. State

1. Colorado Endowment for the Humanities. **Phone 292-4458.**

a. Research and Publication Grants. Grants of up to $2500 for qualified scholars for research. Limited to Colorado or western regional studies; primary interest in interpretative work in the humanities; work should lead to publication.
Application
* Deadline in September (September 23 for 1991).
* Forms available from the Endowment.
* Discuss your ideas/plans with a CEH staff member.

D. National

1. American Library Association. **Phone 800-545-2433.**

a. (Carroll Preston) Baber Research Grant. **Staff liaison, Mary Jo Lynch.**
An annual cash award of up to $7,500 for innovative research that could lead to an improvement in services to any specified group(s) of people.
Application
* Deadline March 2, 1992 (check with ALA for current deadline).

b. (Samuel) Lazerow Fellowship for Research in Acquisitions or Technical Services. An annual award of $1000.

Application
* Deadline December 1 for 1991 (check with ALA for current deadline). Send proposals to ACRL.

c. (Frances) Henne Research Grant. $500 to an individual, institution or group for a project to encourage research on library service to young adults.
Eligibility
* Member of YASD.
Application
* Deadline February 1, 1992 (check with ALA for current deadline).

2. Council on Library Resources. **Phone 202-483-7474.**

a. CLR Fellow Program. Offers support to individuals who wish to undertake research or conduct analytical studies pertinent to library operations and services or to pursue other professional projects of importance.
Eligibility
* Professional staff of academic, research and public libraries.
* Evidence of institutional support for the Fellow's study.
* Citizens of the U.S. or Canada or have permanent resident status.

Application
* Applications considered three times per year -- March 1, October 1 and December 1.

b. CLR Research Grant. Aimed primarily at reseach that explores the issues and questions raised by the changing information structure; how information is generated, distributed, organized, and used.

c. Cooperative Research Grants. Supports research projects proposed jointly by librarians and members of faculties in library science or, when appropriate, other pertinent disciplines. Limited to $3000. Proposals should be in the form of a letter. Sponsor contact is advised.

3. OCLC. **Contact person: Mary Taylor, 614-764-6000.**

Grant program offered to Library School Faculty; they encourage collaborative work by a practicing librarian and a library school faculty member. All topics considered; program was formed to encourage technical research.

4. Special Libraries Association. **Contact person: Tobi Brimsek, 202-265-9317.**

a. Research Grant, sponsored by SLA's research committee. For 1991 funding up to $15,000 for research. This grant may be offered in upcoming years, although it is not an ongoing, yearly grant.

b. Special Programs Fund Grant. The primary purpose of this grant is not research, but research may be funded through it.

5. National Endowment for the Humanities

a. Division of Research Programs--Interpretive Research Program/Projects. **Phone 202-786-0210.** Supports research and bibliographies in the humanities.

Eligibility
* U.S. citizens, nonprofit institutions and organizations, foreign nationals (3 year residency requirement).
* Institutions must cost-share at least 20% of the project total costs.

Application
* Preapplication consultation with the sponsor is advised to determine eligibility.
* Deadline October 15, 1992 (Check for current deadline).

b. Division of Research Programs--Reference Materials Program/Tools and Access. **Phone 202-786-0358.** Supports projects that promise to facilitate research in the humanities by organizing resources for scholarship.

Eligibility
* U.S. Citizens, nonprofit institutions and organizations, foreign nationals (3 year residency requirement).
* Institutions must cost-share at least 20% of the project total costs.

Application
* Preapplication consultation with the sponsor is advised to determine eligibility.
* Deadline September 1, 1992 (Check for current deadline).

6. Association for Library and Information Science Education. **Phone 813-355-1795.**

a. Research Grant Award. $2500 in support of research in any issue in library and information science education.

Eligibility
* Personal member of ALISE as of deadline date each year.
Application
* Deadline October 1, 1992.

b. Jane Anne Hannigan Research Award. $500 in support of any aspect of library and information science including children's literature or work with children and youth.
Eligibility
* Personal member of ALISE as of deadline date each year.
Application
* Deadline October 1, 1992.

II. Computing

A. Statistical analysis

1. Statistical Computing and Consulting Office. **Contact person: Alex Pearson, 491-3879.**

Provides support for University of Colorado people who use statistics and statistical computing. Open for appointments, drop-in or telephone consultation. Office staff will help in determining which programs are suitable for a particular analysis, in the proper use of the program, and in interpreting results. They will not write programs, however.

2. Computers with statistics capabilities available on campus. A graduate student is available to offer assistance only in Muenzinger E-311. The hours he/she is on duty vary by semester--check with Alex for the current hours. The following list is dated January/February 1992.

a. VAX/VMS systems

1) Silver (Cluster, CUBLDR)
a) SAS (6.06)
b) SPSS (4.0)
c) BMDP
d) Minitab (7.1)
e) Shazam
f) TSP (4.1B0

2) VAX stations in Duane Physics
a) SAS (6.06)
b) SPSS (4.0)
c) Shazam

b. Unix Workstations

1) DECStations in Muenziger E-311
a) SAS (Beta 6.07)
b) SPSSX (v3.1)

2) RASTRO (IBM POWERserver 540)
   a) SAS (Beta 6.07)
   b) SPSS (v4.0 not installed yet)

c. PC and PC Compatibles
Found in many labs on campus, including:

1) Business 104, 107
   a) SPSS (4.0)

2) Engineering CR2-1, CR2-3, CR2-32, Ce1-4
   a) SAS (6.04)

3) Education 239
   a) SPSS (4.0)

4) Economics 7
   a) RATS
   b) MicroTSP
   c) ETS
   d) LIMDEP

5) Ketchum 8a, 1171
   a) SPSS (4.0)

6) Norlin M350
   a) SPSS (4.0)
   b) SAS (6.04)
   c) Minitab (7.1)
   d) Micro TSP

B. Computer workshops: Offered each semester by Computing and Network Services and Continuing Education. **Phone 492-2617.** Also catalog published regularly and see issues of *Digit.*

C. Word processing: Clerical support may be available through the Libraries division offices, depending on other commitments. Check with each office.

III. Consulting

A. Library Research Service. **Contact person: Keith Lance, 866-6900.**

Services include consulting on questionnaire design and other aspects of research. Consider on a case-by-case basis requests for data entry--if the data is such that the Research Service would be interested in it, they may take on data entry for that project. There is no charge for services to practicing members of the Colorado library community.

B. Tenure Committee. **Contact person: Janet Swan Hill, Chair 1991-92, 492-1702.**
Members are available for individual consulting and informal assistance with research projects. Members: Carol Cushman, Sharon Gause, Charlotta Hensley, Janet Swan Hill, Carol Klemme, Karl Kroeger, Ben LoBue, Harriet Rebuldela, Al Wynne.

C. Tenure Track Faculty. We're not really organized, but many of us are doing research and we can compare notes. There are currently 14 librarians on the tenure track at CU Boulder: Lori Arp, Mieczyslaw Buczkowski, Daria Carle, Laura Carter, Melinda Chesbro, John Culshaw, Yem Fong, William Garrison, Phyllis Holzenberg, Bruce Montgomery, Richard Phillips, Anita Schuneman, Scott Seaman, Patricia Wallace.

IV. Writing

General editorial comments and copy editing available from **Margaret Dorries** in ILL. She has considerable relevant experience in this area. Call ILL (492-6176) to arrange a time.

V. Time

Release time for research may be requested through the Libraries Faculty Support Committee. A total of 24 days per year may be taken. **Contact person: Martha Jo Sani, Chair 1991-92, 492-2021.**

Eligibility
* Any Libraries faculty member

Application
* Prior to September 15 each year, submit an estimate for professional activities for the year.
* Submit requests for support on "Application for Faculty Scholarly Activity Support" form.
* Requests must be submitted prior to the faculty member's activity.

VI. Rules and regulations affecting research at CU.

1/6 Consulting Rule. Consulting activities shall not involve more than one-sixth of time and energy. **Contact person: Al Ramirez, Associate Vice-Chancellor for Faculty Affairs (492-5491).**

VII. Selected Bibliography (representative, not exhaustive)
Items available in Norstax unless otherwise indicated.

Grants

Books

Annual Register of Grant Support. REF --- AS 911 A2 A68 1991

Boss, Richard W. *Grant Money and How to Get It: A Handbook for Librarians.* New York: Bowker, 1980. Z 683 B67

Corry, Emmett. *Grants for Libraries: A Guide to Public and Private Funding Programs and Proposal Writing Techniques.* Littleton, Colo.: Libraries Unlimited, 1986. Z 683 C754 1986. (Also 1982 edition)

Directory of Grants in the Humanities. REF --- AZ 188 U5 D56 1990/91

Grants for Libraries and Information Services. New York: The Foundation Center, published annually. Z 683 G73

Suggested Subject Headings
Federal aid to libraries
Library fund raising
Proposal writing in library science
Library finance
Libraries -- Endowments

Research Methods

Books

Allen, G.G. and F.C.A. Exon, eds. *Research and the Practice of Librarianship.* Perth: Library, Western Australian Institute of Technology, 1986. Z 669.7 R38 1986.

Bundy, Mary Lee, ed. *Reader in Research Methods for Librarianship.* Washington: Microcard Editions, 1970. AZ 105 B84

Conference on Historical and Bibliographical Methods in Library Research. *Research Methods in Librarianship: Historical and Bibliographical Methods in Library Research.* Urbana, Ill.: University of Illinois Graduate School of Library and Information Science, 1971. Z 669.7 C65 1970

Conference on Library Surveys. *Library Surveys.* New York: Columbia University Press, 1967. Z 665 C747 1965c

Goldhor, Herbert. *An Introduction to Scientific Research in Librarianship.* Urbana, Ill.: University of Illinois, Graduate School of Library Science, 1972. Z 669.7 G63 1972.

Goldhor, Herbert, ed. *Research Methods in Librarianship: Measurement and Evaluation.* Urbana, Ill.: University of Illinois, Graduate School of Library Science, 1968. Z 669.7 R4.

Line, Maurice Bernard. *Library Surveys: An Introduction to their Use, Planning, Procedure and Presentation.* London: Bingley, 1969. Z 665 L75 1969 (Also 1967 edition)

Mann, Thomas. *A Guide to Library Research Methods.* New York: Oxford University Press, 1987. Z 710 M23 1987

Martyn, John. *Investigative Methods in Library and Information Science: An Introduction.* Arlington, Va.: Information Resources Press, 1981. Z 669.7 M37

Powell, Ronald R. *Basic Research Methods for Librarians.* Norwood, N.J.: Ablex, 1985. Z 669.7 P68 1985

Swisher, Robert. *Research for Decision Making: Methods for Librarians.* Chicago: American Library Association, 1984. Z 669.7 S95 1984

Suggested Subject Headings
Library science -- Research -- methodology

Statistics

Books

Carpenter, Ray L. and Ellen Storey Vasu. *Statistical Methods for Librarians.* Chicago, Ill.: American Library Association, 1978. HA 29 C297

Hafner, Arthur Wayne. *Descriptive Statistical Techniques for Librarians.* Chicago, Ill.: American Library Association, 1989. Z 669.8 H33 1989

Hernon, Peter and John V. Richardson, eds. *Microcomputer Software for Performing Statistical Analysis: A Handbook Supporting Library Decision Making.* Norwood, N.J.: Ablex, 1988. Z 669.8 M5 1988

Hoadley, Irene Braden, ed. *Quantitative Methods in Librarianship: Standards, Research, Management: Proceedings and Papers of an Institute Held at the Ohio State University, August 13–16, 1969.* Westport, Conn.: Greenwood Press, 1972. Z 669.8 Q34

Marchant, Maurice P. *SPSS as a Library Research Tool.* Provo, Utah: School of Library and Information Sciences, Brigham Young University, 1977. Z 669.8 M37

Simpson, I.S. *Basic Statistics for Librarians.* Chicago, Ill.: American Library Association, 1988. Z 669.8 S55 1988 (Also 1983 edition)

Suggested Subject Headings

Library science -- Statistical methods
Library statistics

Publishing

Books

Alley, Brian. *Librarian in Search of a Publisher: How to Get Published.* Phoenix, Arizona: Oryx Press, 1986. Z 669.7 Z39 1986

Sellen, Betty-Carol, ed. *Librarian/Author: A Practical Guide on How to Get Published.* New York: Neal-Schuman, 1985. Z 669.7 L47 1985

Suggested Subject Headings

Library science -- Authorship
Library science literature -- Publishing